OSA 2991-64
19 June 1964

MEMORANDUM FOR: Deputy for Field Activities, OSA

SUBJECT: Auto Division EDP support requirements.

In regard to Automation Division EDP support the following requirements must be met to satisfy OSA operational needs and support commitments.

1. System analysts and programmers must be directly responsible to OSA management.

    a. Work hours, overtime and leave must be under OSA direction.

    b. Fitness reports, time cards and other personnel records must be generated and maintained by OSA.

    c. System analysts and programmers must be located within OSA secure areas.

2. To fulfill the EDP requirements set forth by OSA personnel, OSA must specify:

    a. program completion dates.

    b. documentation procedures.

    c. the hardware to be utilized.

    d. the software to be utilized.

    e. the program length and running time boundaries.

    f. the program techniques and design logic.

3. All programs must be run under direct respon-
sibility and supervision of OSA personnel.

a. All data files must be maintained by OSA.

b. All output must be distributed and controlled
by OSA.

c. A written request for OSA programs, program output
and data files must be received prior to any information
release.

4. Operational support needs make it mandatory that
certain EDP equipment be located within OSA secure areas and
operated by OSA personnel.

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